College of Professional & Continuing Studies  
Online Courses & Features - Fall 2014

The College of Professional and Continuing Studies, in collaboration with the Schools of Arts and Sciences and Business, will offer the following fully online undergraduate courses for Fall 2014: (Only these online courses will be open to both day & evening students. Other online courses (not listed below) are only open to students in specific programs.)

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Title</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>10569 HIS 251 W1</td>
<td>1500 To The Present</td>
<td>Kamper</td>
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<tr>
<td>10045 HUM 100 W1</td>
<td>Readings</td>
<td>Galvan</td>
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<tr>
<td>10401 LIT 150 W1</td>
<td>Mod Eur Lat Am Wrt</td>
<td>Dolan</td>
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<tr>
<td>10052 MUS 150 W1</td>
<td>Art Of Listening</td>
<td>Galvan</td>
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<tr>
<td>10612 PHL 212 W1</td>
<td>Current Ethical Issues</td>
<td>Dmochowski</td>
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<tr>
<td>10613 PHL 212 W2</td>
<td>Current Ethical Issues</td>
<td>Dmochowski</td>
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<tr>
<td>10647 PSY 210 W1</td>
<td>Developmental Psych</td>
<td>Spinell</td>
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<tr>
<td>10652 PSY 225 W1</td>
<td>Social Psychology</td>
<td>Toy-Dragoni</td>
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<td>10710 REL 244 W1</td>
<td>Religion in America</td>
<td>Conway</td>
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<tr>
<td>10711 REL 244 W2</td>
<td>Religion in America</td>
<td>Conway</td>
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Student should be aware of the following features of online courses:

- They are taught by a La Salle University instructor.
- They follow a specific syllabus for assignments, threaded discussions, tests, etc.
- They are instructor-led and highly structured courses and are not to be mistaken for independent study or self-paced learning experiences.
- They require students to be engaged in the course on a daily basis (this may vary from course to course – see the course syllabus for details from the instructor.
- They offer the convenience of being able to participate anytime of the day or night.
- They are available through the Canvas, our new Learning Management System
- Even though these courses are available 24/7, there is an occasional down-time for system maintenance.
- They are currently offered in an asynchronous mode (no specific time of day to be online); note that individual instructors may schedule synchronous events (specific day and time to be online) as part of their requirements
- Course requirements will be found in the course syllabus, available in Canvas about one week prior to the start of the class.

To get started:
- Login to MyLaSalle Portal: [http://my.lasalle.edu](http://my.lasalle.edu) and click on Tools in the top-right menu.
- In the Tools drop-down, click on email to ensure you have access to your La Salle email account.
- Also in the Tools drop-down, click on the Canvas link to ensure you have access to the online course.
- Student Guides and Resources to Canvas are available at: [https://lasalle.instructure.com/courses/111](https://lasalle.instructure.com/courses/111).

Need technical help? There are several ways to get help:
- Contact the help desk at 215-951-1788
- Fill out a support ticket/incident through the Online Hel Desk at [http://helpdesk.lasalle.edu](http://helpdesk.lasalle.edu)
Online Course Information - Fall 2014

Students who are successful in the online learning environment take responsibility for the following:

- Have regular and easy access to appropriate tools (computer, software) at home or at work
- Have a comfort level with using email, printing, file management, uploading and downloading files
- Understand their learning style and abilities
- Enjoy reading & writing assignments
- Have very good time-management and organizational skills
- Have willingness to ask for help when needed
- Take responsibility for being prepared and completing assignments on time
- Have a high level of motivation and strong commitment to putting in time and effort

Resources/ Tools

Students considering enrolling in an online course should be aware of the following:

- Student Responsibility in Courses –
  http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/index.php?accordion_num=2&vn2Accordion_num=4&content=policies&anchorID=acad

- Online Readiness Assessment Quiz should be taken prior to registering for these classes
  o A self-assessment tool can help determine readiness to learn in a fully online environment and can be accessed at: Wisconsin Technical College Skills Assessment
  http://www.witc.edu/academics/online/orientation/selfassess.php

- Student Resources
  o Student Guides and Resources to Canvas are available at: https://lasalle.instructure.com/courses/111.

- Computer Specifications - learn what is needed to set up a computer for an online or blended course for both a PC and a Mac:
  o http://guides.instructure.com/s/2204/m/4212/l/82542-what-are-the-basic-computer-specifications-for-canvas

- Synchronous (real-time) Course Preparation:
  o Your instructor may require students to attend a web conference for a real-time class using one of the following tools:
    ▪ GoToMeeting http://support.citrixonline.com/en_US/Meeting
    ▪ GoToTraining http://support.citrixonline.com/en_US/Training

Guidelines/ Timelines

This information must be carefully reviewed and followed:

- Students who will be taking their first online course should review Canvas Guides and Resources, (see next page).
- University policies relating to registration, adding and dropping classes, withdrawals, and tuition refund schedules for online courses are the same as for other courses that are offered in their respective time frames; see CPCS “Deadlines” calendar for specific details.
- The calendars for online courses are the same as for traditional classroom-based courses, unless noted;
As part of the University’s ongoing efforts to enhance the quality of our online learning experiences, the College of Professional and Continuing Studies (CPCS) and Academic Computing (AC) offer Student Guide and Resource for Using Canvas, La Salle’s Learning Management System (LMS). The purpose of this Student Guide and Resource course is to provide you with the information you need to make the most of your Canvas-based courses at La Salle University.

If you enroll in this course, it will appear in your list of courses in Canvas (via the mylasalle portal) and you can easily go back to it whenever you need more information on Canvas. This is a non-credit course and is just an optional resource for you. Only enrolled students can complete the practice assignments in this course.

Once you enter the course: https://lasalle.instructure.com/courses/111, click on the Join this Course button on the right-hand side to enroll in the course.

Here is what you will find in the course:

- Getting Started with Canvas
- Step-By-Step Orientation in Canvas
- Getting Help with Canvas
- Using Canvas on Mobile Devices
- Participating in Online Meetings with GoToTraining

It is your responsibility to become familiar with the resources in the Student Guide and Resource for Using Canvas.